

**EXIT AUDIT
FORREST RUSSELL DOUPNIK
JULY 2002**

July 2002

The County Council and County Executive
of Howard County, Maryland

Pursuant to Section 213 of the Howard County Charter we have conducted an

EXIT AUDIT OF
FORREST RUSSELL DOUPNIK

and our report is submitted herewith. The charter requires the County Auditor to perform an audit upon the "...death, resignation, removal or expiration of term of any County administrative officer." This audit was initiated because of the resignation of Forrest Russell Doupnik, as Director of The Department of Technology and Communication Services effective May 6, 2002.

Our review indicated that the assets relating to and under the control of Mr. Doupnik have been adequately accounted for in accordance with County requirements. During our review, we noted the County's resignation procedures were properly followed when an employee separates from County employment.

The Administration will be responsible for distributing a copy of this report and arranging for implementation of any recommendations. We wish to express our gratitude to the staffs of the Chief Administrative Officer, the Office of Human Resources, the Office of Purchasing, and the Department of Finance for their cooperation and assistance extended to us during the course of this engagement.

Ronald S. Weinstein, C.P.A.
County Auditor

Keith Zumbrun, C.I.S.A.
Auditor-in-Charge

INTRODUCTION AND SCOPE OF EXAMINATION

_____In accordance with Section 213 of the Howard County Charter, the County Auditor is required to perform an audit upon the “ death, resignation, removal or expiration of term of any County Administrative Officer.” Mr. Forrest Russell Doupnik resigned as the Director of the Department of Technology and Communication Services effective May 6, 2002. Accordingly, we have performed an audit of the records of the Department of Technology and Communication Services for the period of July 1, 2001 through May 6, 2002.

Our examination included various tests of the accounting records and other auditing procedures as we considered necessary in the circumstances. This primarily involved a review of travel advances, expense reimbursements, leave records, final pay, and the custody and return of County property.

FINDINGS AND RECOMMENDATIONS

Travel Advances and Expense Reimbursements:

We reviewed travel and expense reimbursements for Forrest Russell Doupnik as of May 6, 2002. No discrepancies or irregularities were found during this review.

Leave Records and Final Pay:

We examined the leave records of Mr. Doupnik for the period 1/1/02 through 5/6/02. We noted that the file maintained by the County Administrator's office pertinent to Mr. Doupnik did not contain a copy of the Request for Approval of Official Leave form for the dates of Official Leave taken April 30 through May 3, 2002. We were able to locate a copy in the files in his Department. We advised the employee in charge of maintaining the files and she concurred the form should be maintained in the file. No further action or recommendation is necessary.

The final paycheck issued May 17, 2002 included 48 hours of hours worked, 32 hours of official leave and 337.29 hours of paid annual leave. An additional month of health and health flex benefits were purchased for coverage through June. All calculations appeared to be correct and appropriate tax rates were applied properly.

Return of County Assets:

In our examination, we looked for evidence that Mr. Doupnik had returned all materials which were County property or would have granted him access to County property. The Chief of the Bureau of Central Services, who is responsible for the issuance of keys, did not certify to the Human Resources Administrator, as required, that all building access and automobile keys were returned. However, we did determine through the Acting Director of the Department of Technology and Communication Services that all items were returned. We obtained a copy of the certification from the Office of Purchasing that assets were accounted for and that the PDQ card was destroyed. In addition, we verified that Mr. Doupnik returned his Identification Card. The need for Central Services to follow policy # 300.52 has been mentioned in recent reports. In addition, we believe that evidence of the return of the PDQ card should be specifically ascertained in Purchasing

documentation due to the risk associated with unauthorized use of the card. Lastly, we checked with Human Resources to determine if any Spending accounts were open and were told that a Health Care Spending account was established for FY 2002 with an elected amount of \$600. He contributed \$600 through normal payroll deductions as of his final pay. Mr. Doupnik had received \$584.39 in approved submitted claims. Thus, he can still submit claims of \$15.61 for approved medical services received through June 30, 2002. These claims may be submitted through the end of September, 2002.

Expenditures and Encumbrances:

A schedule of Expenditures vs. Budget for the Department of Technology and Communication Services for Fiscal Year 2002 through May, 2002 is presented in **Schedule 1** of this report. This review was made to determine if any over expenditures occurred in Mr. Doupnik's area of responsibility. We found no over expenditures and extrapolation indicates that expenditures are reasonable at this point in time.

We also looked at PDQ statements and found that Mr. Doupnik had no unusual charges within the last 3 months. We also examined statements of other employees under his supervision and found them to be in order. While we found no expenditures that were unreasonable, we found that Mr. Doupnik's statements were reviewed and signed only by himself. This represents a weakness in Internal Control and the review of the statement should be signed by not only the user, but the users supervisor, or a second party. This is current County policy. We therefore recommend that:

1. ***Review of the PDQ statements be signed by the users supervisor, or another second independent party to the user, to strengthen internal controls over PDQ usage.***

KZ:dl-exd02